

Please note: Separate permits for sub-contractor are no longer required!



**Town of Palm Beach  
Building Division**

360 South County Road  
Palm Beach, FL 33480  
561.838.5431  
(fax) 561.835.4621  
pzb@townofpalmbeach.com

FOR OFFICE USE ONLY

**CONSTRUCTION PERMIT APPLICATION**

SITE ADDRESS _____ SUITE _____		
DESCRIPTION OF STRUCTURE _____ (Example: main house, garage, guesthouse, commercial tenant space)		
PROPERTY OWNER NAME _____		
TENANT NAME _____		
DESCRIPTION OF WORK _____ _____ _____		
JOB VALUATION* _____ <b>*Value for the ENTIRE project including all subs!</b>		
CONTRACTOR CORPORATE NAME _____		
CONTRACTOR DBA NAME _____		
CONTRACTOR PHONE # _____		
QUALIFIER NAME _____		
QUALIFIER'S CERT. OF COMPETENCY# _____		
CONTRACTOR EMAIL _____		
MASTER PERMIT NUMBER <b>B</b> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>		
(if applicable)		
I hereby certify as the qualifier of _____ (Primary Contractor)		
that the subcontractor above _____ (Primary Contractor)		
is working under my supervision _____ (Signature)		
_____ I have submitted a recorded NOC to the Town of Palm Beach for this project		
_____ Aggregate Job value does not require a recorded Notice of Commencement		

<b>B</b>					

OFFICE ISSUED

\_\_\_\_\_

**CONSTRUCTION PERMIT TYPES**

Please choose one permit type only. If indicated, please provide additional information in the applicable schedule (on page 3).

**BUILDING**

- b-b01  B-RESIDENTIAL NEW CONST/ADD (1&2-FAM) (1)
- b-b02  B-RESIDENTIAL ALTERATION
- b-b04  B-RESIDENTIAL OTHER (NO PLANS)
- b-b05  B-COMMERCIAL NEW CONSTRUCTION/ADD (1,3)
- b-b06  B-COMMERCIAL ALTERATION (3)
- b-b08  B-COMMERCIAL OTHER NO PLANS (3)
- b-b09  B-ROOF NEW/REROOF/REPAIR (2, 5, 6)
- b-b11  B-WINDOWS/DOORS/SHUTTERS/GARAGE DOORS
- b-b16  B-ANTENNA
- b-b13  B-FOUNDATION
- b-b14  B-AWNING NEW/ALTERATION/RECOVER (3 - tenant name only)

**BUILDING (DEMO)**

- b-d01  D-INTERIOR DEMOLITION
- b-d02  D-DEMOLITION

**BUILDING (SITE)**

- b-s01  S-POOL/WATER FEATURE
- b-s02  S-FENCE/WALL/GATE
- b-s03  S-MARINE STRUCTURE
- b-s05  S-GENERATOR
- b-s06  S-MEDIA BLASTING(NO INSP)
- b-s07  S-TEMP STRUCT-TENT/POD/CNSTR TRL/OTHER (4)
- b-s08  S-HARDSCAPE/DRIVEWAY/LANDSCAPE
- b-s11  S-SITE WORK/DRAINAGE
- b-s13  S-SIGN (3-Tenant Name, # of Stories Only)

**ELECTRIC**

- b-e01  E-ELECTRICAL
- b-e08  E-FIRE ALARM (3,6)

**MECHANICAL**

- b-m01  M-MECHANICAL (5,6)

**PLUMBING**

- b-p01  P-PLUMBING (5,6)
- B-P08  P-WATER HEATER REPLACEMENT ONLY (5,6)
- b-p04  P-FIRE SPRINKLER (6)
- b-p05  P-SITE WORK (IRRIGATION / BACKFLOW)

**GAS**

- b-g01  G-GAS

**FIRE RESCUE**

- f-f01  F-FIRE RESCUE STANDARD (5,6)

**OTHER**

- b-f01  F-FLOOD PLAIN DEVELOPMENT (7)  
(APPLICABLE TO A AND V FLOOD ZONES ONLY)
- l-d01  L-DUNE PERMIT
- b-r03  R-FEE CHARGE

**CHANGES/UPDATES**

- b-r02  R-CHANGE OF CONTRACTOR/QUALIFIER
- b-r04  R-PERMIT UPDTE/CHG PLANS & VALUE/CORRECTION
- b-r05  R-PERMIT UPDTE/CORRECTION/CHG IN VALUE ONLY
- b-r08  R-PERMIT REACTIVATION - "B-" PERMIT

## SCHEDULES

<p style="text-align: center;"><b>SCHEDULE 1</b></p> <p>SQ FT TOTAL EXISTING _____</p> <p>SQ FT TOTAL PROPOSED _____</p> <p>NEW SQ FT UA _____</p>	<p style="text-align: center;"><b>SCHEDULE 3</b></p> <p>TENANT NAME _____</p> <p>TYPE OF ROOF _____</p> <p># OF STORIES _____</p> <p>SPRINKLED? _____</p> <p>OCCUPANCY TYPE _____</p>	<p style="text-align: center;"><b>SCHEDULE 4</b></p> <p>DATE START: _____</p> <p>DATE END: _____</p> <p>DATE OF EVENT: _____ # OF TENTS: _____</p> <p>DATE DOWN: _____ # OF GUESTS: _____</p> <p>VALET PARKING: Y / N SIZE OF TENTS: _____</p> <p>ELECTRIFIED: Y / N DECORATED: Y / N COOKING/HEATING: Y / N</p>			
<p style="text-align: center;"><b>SCHEDULE 2</b></p> <p>EXISTING ROOF MATERIAL _____</p> <p>PROPOSED ROOF MATERIAL _____</p>	<p style="text-align: center;"><b>SCHEDULE 6 - FIRE RESCUE PERMITS (Separate application required for each category checked)</b></p> <p>_____ FIRE SPRINKLER: FINAL ONLY _____ FIRE ALARM</p> <p>_____ FIRE SPRINKLER: ROUGH &amp; FINAL _____ FIRE HYDRANT FLOW TEST</p> <p>_____ FIRE SUPPRESSION SYSTEM</p>				
<p style="text-align: center;"><b>SCHEDULE 5</b></p> <p>ANY HOT WORK, EG HOT TAR, BRAZING, SOLDERING, OPEN FLAME/HOT TAR? YES _____ NO _____</p>					
<p><b>SCHEDULE 7 - FLOODPLAIN DEVELOPMENT SUPPLEMENTAL INFORMATION (IF APPLICABLE)</b>  <b>APPLICABLE TO "AE" AND "VE" FLOOD ZONES ONLY</b></p>					
<p><b>I. DESCRIPTION OF WORK (Check all applicable boxes):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <p style="text-align: center;">ACTIVITY</p> <p><input type="checkbox"/> New Structure</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration</p> </td> <td style="width: 33%;"> <p><input type="checkbox"/> Relocation</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Replacement</p> <p><input type="checkbox"/> Other</p> </td> <td style="width: 33%;"> <p style="text-align: center;">STRUCTURE TYPE</p> <p><input type="checkbox"/> Residential (1-4 Family)</p> <p><input type="checkbox"/> Residential (More than 4 Family)</p> <p><input type="checkbox"/> Non-residential (Floodproofing? (Yes))</p> <p><input type="checkbox"/> Combined Use (Residential &amp; Commercial)</p> </td> </tr> </table> <p>Estimated Total Cost of Project (Including all Subcontractor Work) \$ _____</p> <p>Market Value of Structure \$ _____</p> <p>Source of Valuation: _____ PROPERTY APPR _____ INDEP APPR _____ OTHER _____</p>			<p style="text-align: center;">ACTIVITY</p> <p><input type="checkbox"/> New Structure</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration</p>	<p><input type="checkbox"/> Relocation</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Replacement</p> <p><input type="checkbox"/> Other</p>	<p style="text-align: center;">STRUCTURE TYPE</p> <p><input type="checkbox"/> Residential (1-4 Family)</p> <p><input type="checkbox"/> Residential (More than 4 Family)</p> <p><input type="checkbox"/> Non-residential (Floodproofing? (Yes))</p> <p><input type="checkbox"/> Combined Use (Residential &amp; Commercial)</p>
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<p><b>CURRENT FLOOD ZONE DESIGNATION</b> _____</p> <p>Any permit located within the AE or VE Flood Zone will be required to pull a separate Flood Plain Development permit. The application will be required to be submitted with an elevation certificate or survey with elevations shown for initial plan review. You will also be required to submit three (3) sets of FINAL elevation certificate's and survey's showing the finish floor elevation upon CO/CC of project.</p>					
<p><b>STORMWATER MANAGEMENT</b></p>					
<p>An Erosion Control Plan, overlaid on the project grading plan(s) or site plan if there is not a grading plan needs to be submitted for all site disturbing activities. The Erosion Control Plan needs to show what BMPs will be used and where, as well as the total disturbance area.</p> <p>Applicant must file a Notice of Intent (NOI) and obtain coverage under the Construction Generic Permit (CGP) if you discharge stormwater associated with large of small construction activities to surface water of the State, including through a Municipal Separate Storm Sewer System (MS4). <a href="http://www.dep.state.fl.us/water/stormwater/npdes/doc/all_ms4_by_county.pdf">http://www.dep.state.fl.us/water/stormwater/npdes/doc/all_ms4_by_county.pdf</a></p> <p>Indicate whether project is Large or Small Construction</p> <p><input type="checkbox"/> Large Construction (Project will disturb 5 or more acres of land)</p> <p><input type="checkbox"/> Small Construction (Project will disturb between 1 and 4.99 acres of land)</p> <p>Projects larger than 10 acres or 2 acres impervious shall require an Environment Resource Permit (ERP) from the South Florida Water Management District. <input type="checkbox"/> <b>EPR Required</b></p>					
<p><b>SCHEDULE 8 - FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS &amp; NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT IS \$2500 OR MORE (EXCEPT HVAC REPAIR/REPLACEMENT &lt; \$7500). PLEASE ADDRESS ALL ITEMS BELOW:</b></p>					
<p>Fee Simple Titleholder's Name(if other than owner): _____</p> <p>Fee Simple Titleholder's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Same as Owner</p>	<p>Bonding Company: _____</p> <p>Bonding Company Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Not applicable</p>				
<p>Architect/Engineer's Name: _____</p> <p>Architect/Engineer's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Not Applicable</p>	<p>Mortgage Lender's Name: _____</p> <p>Mortgage Lender's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><input type="checkbox"/> Not applicable</p>				
<p><b>SCHEDULE 9 -EASEMENT AGREEMENT</b></p>					
<p>An Underground Utility Easement Agreement MAY be required to be executed and a certified copy of the recorded document be provided to the Town PRIOR to permit issuance.</p>					

# NOTICE OF "3-STRIKE" CONSTRUCTION PARKING RULE

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The town wants you to be as informed as possible about local regulations that could affect your ability to continue working at individual job sites. All contractors should understand and comply with the "3-Strike Construction Pacing Rule." If and when a contractor should receive 3 parking tickets/strikes at a job site for parking non-authorized construction vehicles on the street, the PZ&B Director is obligated by local code to issue a Stop Work Order. The rules are as follows:

1. Vehicles belonging to or being used by personnel working on or visiting a construction site are to be parked off the roadway and on the private site if at all possible.
2. If the contractor shows that all vehicles cannot be parked on the site, he can apply for construction parking permits authorizing up to three construction related vehicles to park on the street where legally permissible if approved by the Town. You can make such application at the PZ&B Department (Town Hall). The property owner must acknowledge understanding the 3-strike for construction parking rules and the consequences for noncompliance.
3. Unauthorized/excessive vehicles parked on Town streets at construction sites can be ticketed by either Public Works or the Police Department.
4. If and when a contractor receives three tickets/strikes at any individual site, the PZ&B Director is to issue a STOP WORK order.
5. An appeal process (at staff level) is built into the rules. Appeals, if filed, must be made in writing within seven (7) days of ticket issuance.
6. Once a Stop Work Order has been issued, work is not to recommence unless the contractor requests that the Town Council reinstate the building permit.
7. The Town Council has broad discretion in determining what, if any, conditions (including additional fines) are to be placed on reinstatement. Please note that the Town Council meets once monthly. Long work stoppages could potentially occur.

You are encouraged to police your construction site(s) very carefully to see that three strikes never occur. If that should happen, you should expect that a STOP WORK order will be issued. That action, regrettable as it may be, is now an automatic procedure. Please govern your crews and manage your parking plan accordingly. Thank you.

**OWNER CERTIFICATION:** I have received and UNDERSTAND the Town's 3-strike rule pertaining to construction parking.

\_\_\_\_\_  
Owner signature

**CONTRACTOR CERTIFICATION:** I have been provided the "NOTICE" pertaining to construction parking.

\_\_\_\_\_  
Contractor's Signature

# SUBCONTRACTOR INFORMATION

Please complete this preliminary subcontractor list. Should a change of contractor occur, please submit a change request to the Town on your letterhead.

USING UNLICENSED CONTRACTORS OR SUBCONTRACTORS MAY PREVENT YOU FROM BEING ELIGIBLE FOR INSPECTIONS AND/OR C.O.

**PLEASE INCLUDE CURRENT COPIES OF CERTIFICATE OF COMPETANCY OR STATE LICENSES. WORKERS' COMPENSATION INSURANCE LISTING THE TOWN OF PALM BEACH AS CERTIFICATE HOLDER OR STATE OF FLORIDA EXEMPTION CERTIFICATES.**

Attach additional sheet if necessary

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

# CHECKLIST



## Town of Palm Beach

### Building Division

360 South County Road

Palm Beach, FL 33480

(phone) 561.838.5431 (fax) 561.835.4621

pzb@townofpalmbeach.com

- **Permit applications accepted Monday through Friday from 8:30 a.m. to 4:00 p.m.**
- **All contractors must be registered with the Town. Documents/fees required: \$25.00 fee; copy of State or County contractor's license; completed Contractor Registration Application.**
- **In order to have your permit application package accepted for review by the Town, you must complete the permit application as referenced AND attach the following:**

Certificate of Insurance listing the Town of Palm Beach, 360 S County Road, Palm Beach, FL 33480 as certificate holder; showing evidence of active Workers' Compensation policy; or, an active Workers' Compensation Exemption Certificate. **One of these must be submitted with EVERY permit application.**

**Notarized property owner's signature is required on each permit application submitted.**

**If the property owner is not listed as the owner in the records of Palm Beach County Property Appraiser, a copy of the recorded deed must be provided.**

Qualifier's notarized signature is required on Page 4. If the permit is signed by someone other than the qualifier, include a letter on company letterhead with the qualifier's signature notarized, must be job specific, allowing that individual to sign. Must be dated within 60 days of the application.

Permit fees (3%), plus applicable state surcharges (2.5%) or other fees, are due upon submission of your permit applications. Payments may be made by check, cash or credit card. If funds are available "on-account", they may be used to pay for permit fees. Funds may be deposited to "on-account" at any time using the same payment methods.

**Check with the Condominium or Co-op Association for approval requirements. If you are working in a Co-op you will be required to submit two signature pages. One with the unit owners notarized signature and the other from an authorized individual for the Co-op.**

Staff Approval may be required for such work as awning replacements/recovers/changes in color or style, signage, etc. You would submit a staff approval application with a set of plans for that approval.

**FEMA REQUIREMENTS - If your property is within the AE or VE Flood Zone you will be required to submit an elevation certificate OR survey with elevations shown for initial plan review. Please reference Schedule 7 on page 3 of the permit application.**